Retention and Classification Report

Agency: Layton (Utah) (614)

437 North Wasatch Drive
Layton, UT 84041
801 546-8500

Records Officer Thieda Wellman

24245 *****Mug shots and booking sheets

AGENCY: Layton (Utah)

SERIES: 24245   3
TITLE: Mug shots and booking sheets
DATES: 1976-1990.
ARRANGEMENT: Numerical by arrest number
DESCRIPTION:

Booking sheets and mug shots are for individuals booked into the Layton City jail from 5/76 through 8/90. Booking sheets contain some private information on individual health conditions.

RETENTION:

Retain 75 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 21, Item 36.

AUTHORIZED: 06/21/2002

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: For records beginning in 1976 through 1990. Retain in Agency Record Center for 11 years and then transfer to State Records Center. Retain in State Records Center for 64 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical
Records used for search and identification purposes and are to be kept 75 years. Disposition based on the historical value of these records for both genealogical and potential criminology research.

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(continued)

PRIMARY CLASSIFICATION:
Public

SECONDARY CLASSIFICATION(S):
Private.   Identifying health information found on the booking sheets should be private all else is public information.